

REGULAR COUNCIL MEETING APRIL 13, 2010

The regular meeting of the Council of the Town of Altavista was held in the Council Chambers of the Municipal Building, 510 Seventh Street on April 13, 2010 at 7:00 p.m.

- 1. Mayor Burgess called the meeting to order and presided.
- 2. Rev. John Franklin, Lambs United Methodist Church and Evington United Methodist Church, gave the invocation.

Council members
present:

Mr. J.R. Burgess
Mr. Ronald Coleman
Mrs. Beverley Dalton
Mr. Bill Ferguson
Mr. Jay Higginbotham
Mr. Michael Mattox
Mrs. Rayetta Webb

Also present:

Mr. J. Waverly Coggsdale, III, Town Manager
Mr. W. Morgan Allen, Jr., Treasurer
Mr. Dan Witt, Assistant to Town Manager
Chief Clay Hamilton, Police Department
Captain Kenneth Walsh, Police Department
Mr. John Tomlin, Public Works Director
Mr. John Eller, Town Attorney
Mrs. Mary Hall, Administration

- 3. Mayor Burgess advised the agenda had been amended to reflect the addition of Land Purchase-Environmental Assessment.

A motion was made by Mr. Mattox, seconded by Mrs. Webb, to approve the agenda as amended.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Mike Mattox	Yes
	Mrs. Rayetta Webb	Yes

- 4. Mayor Burgess asked if there were any questions regarding the minutes of the March 9, 2010 regular meeting and the March 29, 2010 work session.

A motion was made by Mr. Coleman, seconded by Mrs. Dalton, that the minutes of the March 9, 2010 regular meeting and the March 29, 2010 work session be approved as presented.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Mike Mattox	Yes
	Mrs. Rayetta Webb	Yes

- 5. Mayor Burgess presented the invoices for the month of March and asked if there were any questions regarding the invoices.
- 6. Financial Statements

7. Public Comments

Mayor Burgess asked if anyone would like to speak that was not on the agenda.

Mrs. Patti Eller, President of the Altavista Chamber of Commerce, came forward and updated Council on the activities of the Chamber for the first quarter of the year.

8. Special Items or Recognitions

Mr. Coggsdale recognized and congratulated Officer Calvin Rowland, Altavista Police Department, on 25 years of service.

Mayor Burgess recognized and congratulated Mr. Waverly Coggsdale, Altavista Town Manager, on 5 years of service.

9. Public Hearings

a. Comprehensive Plan Update

Mayor Burgess asked if the public hearing for the Comprehensive Plan had been properly advertised. Mr. Coggsdale answered affirmatively.

Mr. Dan Witt, Assistant to the Town Manager, advised Council of the process in updating the 2009 Comprehensive Plan. Mr. Witt mentioned the 2009 Comprehensive Plan is an update of the adopted 2003 Comprehensive Plan.

Mayor Burgess opened the public hearing at 7:12 p.m. and asked if anyone would like to comment on the adoption of the 2009 Comprehensive Plan. No one came forward.

The public hearing was closed at 7:13 p.m.

A motion was made by Mr. Ferguson, seconded by Mr. Mattox, to adopt Resolution #2010-04-CP to approve the 2009 Comprehensive Plan as read.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Mike Mattox	Yes
	Mrs. Rayetta Webb	Yes

RESOLUTION ADOPTING THE 2009 COMPREHENSIVE PLAN
REVISION FOR THE TOWN OF ALTAVISTA

WHEREAS, Section 15.2-2236 of the Code of Virginia provides for the periodic review of adopted comprehensive plans; and

WHEREAS, consistent with the Town's ongoing obligation to review its Comprehensive Plan ("the Town Plan"), the Town's Comprehensive Plan Steering Committee, with assistance of the Town's staff and TMH Associates, reviewed the 2003 Town Plan for Altavista; and

WHEREAS, based upon its review and consideration of public comment at its public hearing on September 1, 2009 the Altavista Planning Commission recommended to the Town Council that it amend the Town Plan and adopt the 2009 Town Plan, the text and map provisions set for in the document entitled "Draft 2009 Comprehensive Plan, March 9, 2010"; and

WHEREAS, the Town Council held a work session on January 26, 2010 at which the draft Town Plan was carefully considered and Council directed staff to make several changes to the draft; and

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WHEREAS, the Town Council has carefully considered the Planning Commission’s recommended text and map provisions; and

WHEREAS, Town Council members have reviewed the materials in conjunction with their review of the amendments to the Town Plan, and these materials have been carefully considered; and

WHEREAS, the Town Council believes that the Town’s comprehensive plan should be amended and that it should adopt those text and map provisions set forth in the document attached hereto, entitled “Draft 2009 Comprehensive Plan, March 9, 2010” and ;

WHEREAS, the Town Council believes that these amendments of the Town’s comprehensive plan will best guide and accomplish the coordinated, adjusted and harmonious future development of the Town, recognizing its present and probable needs and resources, and will best promote the health, safety, morals, order, convenience, prosperity, and general welfare of the Town of Altavista and its inhabitants; and

WHEREAS, the Town Council conducted a public hearing on April 13, 2010 in accordance with Section 15.2-2204 of the Code of Virginia in regard to the comprehensive plan;

THEREFORE, BE IT RESOLVED by the Altavista Town Council that the “Draft 2009 Comprehensive Plan, March 9, 2010” be adopted as the Town Plan.

Adopted this, the 13th day of April, 2010. Attest:

(SEAL)

J.R. Burgess, Mayor

Morgan Allen, Town Clerk

10. Committees

a. Finance Committee

Mr. Coleman advised the Finance Committee has met and reviewed the Tax Late Penalty Policy which was previously not in place.

A motion was made by Mr. Coleman, seconded by Mr. Ferguson, to adopt the Tax Late Penalty Policy as presented.

Motion carried:
VOTE:

Mr. J.R. Burgess	Yes
Mr. Ronald Coleman	Yes
Mrs. Beverley Dalton	Yes
Mr. Bill Ferguson	Yes
Mr. Jay Higginbotham	Yes
Mr. Mike Mattox	Yes
Mrs. Rayetta Webb	Yes

It is the policy of the Town of Altavista that any person, company or corporation failing to pay any town levies on or before December 5 shall incur a penalty thereon of ten percent, which shall be added to the amount of taxes or levies due from such taxpayer. The Town Treasurer shall impose no penalty for failure to pay any tax if such failure was not the fault of the taxpayer as outlined in State Code § 58.1-3915.
The Treasurer shall ascertain if any delinquent tax due the Town is not the fault of the taxpayer as outlined in § 58.1-3915 and shall allow the taxpayer an additional ten (10) business days to pay the levies in full. The ten percent penalty imposed shall be abated by the Treasurer if the taxpayer pays within this time frame.

Mr. Coleman advised the Finance Committee was informed there was the possibility a Change Order may be required in regard to the water portion of the Downtown Infrastructure Project. The change order would involve the use of a “wet tap” for connection of the existing water line to the new water line. This process will be necessary if we continue to be unable to completely shut off the existing water line. The Town would receive a credit for the proposed method and the difference between that method and the wet tap (change order) is estimated to be an increase of \$200. Staff is seeking authorization to allow the

Town Manager to execute the change order, if needed, for the wet tap at a cost not to exceed \$200.

A motion was made by Mr. Coleman, seconded by Mrs. Webb, authorizing the Town Manager to execute a Change Order allowing for a “wet tap” in conjunction with the Downtown Infrastructure Project at a cost not to exceed \$200.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Mike Mattox	Yes
	Mrs. Rayetta Webb	Yes

Mr. Ferguson advised the Public Works Committee has met and discussed the Way Finding Directional Signs. As a component of the Community Development Block Grant Downtown Project, staff has been working on development of a way finding directional sign program. Previously, Council reviewed different sign layouts and provided staff with their selection. At this time, the Committee would like to recommend staff be authorized to move forward with construction and implementation of the way finding directional sign program. This program would include approximately 28 signs in various locations of town. The points of interests that have been identified are: Historic Downtown; War Memorial Park; English Park; Train Station; Chamber of Commerce; Founder’s Square; CVCC; Avoca Museum; Town Hall; YMCA; Main Street; Route 29; Gateway Park; and the Boat Ramp. The estimated cost of \$20,000 for this program is funded through the Community Development Block Grant.

Mr. Ferguson mentioned the Committee would also recommend that two secondary gateway signs be installed; one on Main Street (Rt. 29 Business) towards the northern entrance to town and the other on Bedford Avenue (Rt. 43) towards the western entrance to town. The estimated cost of these two signs is \$10,000. These expenses would not be covered by the CDBG and the current budget does not include appropriated funds for this expense.

Mr. Mattox questioned if it would be appropriate to add Altavista High School to the list of way finding signs.

Mr. Coggsdale stated he would check on how the schools could be incorporated.

Mr. Higginbotham questioned the number of signs stating Council needs to be careful on the number of signs being installed.

Mr. Ferguson offered he is on the Altavista on Track Design Committee and they have spent several days reviewing these signs; some signs were removed and some were rearranged.

Mr. Coggsdale advised the purpose of these signs is to help people who are not familiar with Altavista to get to these locations. This process has been reviewed and this is the program that has been presented to the Town.

Mr. Mattox stated he has visitors in his store each first Saturday of the month requesting directions to the Trade Lot.

Mayor Burgess stated his concern comes with the \$10,000 that is not appropriated for the two way finding signs.

Mrs. Dalton commented when traveling to an unfamiliar town, signage makes you feel like someone cares and the town is organized and she is willing to support the signage as the group is recommending.

Mr. Coggsdale asked if Council would like some reference to the Trade Lot; this could be incorporated.

Mrs. Webb was in agreement with Mrs. Dalton and felt reference should be made to the Trade Lot at War Memorial Park.

A motion was made by Mr. Ferguson, seconded by Mrs. Webb, to authorized staff to move forward with construction and implementation of the way finding directional sign program with the addition of the way finding sign for the Altavista High School and reference to the Trade Lot.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	No
	Mr. Mike Mattox	Yes
	Mrs. Rayetta Webb	Yes

Mr. Higginbotham mentioned he felt 28 signs were too many for the Town.

Mr. Mattox felt the \$10,000 for two secondary gateway signs should come from the Community Improvement Fund as this money was donated for enhancement of the Town.

A motion was made by Mr. Ferguson, seconded by Mrs. Dalton, to use the Community Improvement Funds to cover the cost of two secondary gateway signs at a cost of \$10,000.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	No
	Mr. Mike Mattox	Yes
	Mrs. Rayetta Webb	Yes

11. Unfinished Business

a. AOT Car Cruise In Update/Request

Mr. Jerry Barbee, Altavista On Track, advised Council the first AOT Car Cruise In held April 3, 2010 was a tremendous success. AOT received positive feedback with over 200 cars on display and approximately 500 plus people in attendance. Mr. Barbee requested additional street space be reserved and approval for the event to continue each first Saturday of the month through October. Mr. Barbee asked that the street closure extend north on Main to Pittsylvania Avenue, south on Main to Bedford Avenue, Broad to 7th, and Campbell to 7th Street.

Mr. Mattox questioned how Kidd's Carwash and Allen's Chevron would be handled as these two businesses disagreed with closing the streets previously. Mr. Barbee advised all the merchants had been contacted. Mr. Allen, owner of Allen's Chevron, stated he didn't agree with the street closure but won't fight it. Mr. Brice Mattox, owner of Kidd's Carwash, is opposed to the street closure.

Mr. Barbee mentioned AOT now has a title sponsor, Napa Auto Parts.

Mr. Higginbotham felt the Car Show was a brilliant idea to bring people into the Town and mentioned if the carwash is being financially impacted by the street closure this should be addressed.

Mr. Mattox stated he was in favor of the car show but this is closing down a business and there is one business owner that is not happy but feels there is nothing he can do about it and is giving up and felt this was not fair. Mr. Mattox stated he saw no reason 7th Street could not be the location for the car show as Main Street is the main thoroughfare for Altavista. Mr. Mattox mentioned one of these owners relies on the Saturday afternoon traffic at his business to make his living. Mr. Mattox stated moving the car show to 7th Street would have no impact on the residents of Altavista because it is a less used street and questioned what would happen if another event wanted to close the street on Saturday afternoon. Would the streets be closed every Saturday afternoon? This opens the door to additional problems.

Mrs. Dalton stated these issues need to be addressed when presented.

Mrs. Webb reminded Council this is what Altavista On Track has been charged to do; revitalize the downtown, coordinate events with merchants knowing that not everyone will be in agreement. Mrs. Webb felt Council would be wise to move forward with the next phase of the car show.

Mr. Higginbotham requested that the two business owner's concerns be addressed.

A motion was made by Mrs. Dalton, seconded by Mr. Ferguson, to allow for the street closures, north on Main to Pittsylvania Avenue, south on Main to Bedford Avenue, Broad to 7th, and Campbell to 7th Street as requested by AOT and allow the event to continue each first Saturday of the month through October.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Mike Mattox	No
	Mrs. Rayetta Webb	Yes

b. WWTP Bioremediation Update

Mr. Higginbotham advised he had the opportunity to meet with Dr. Sowers, University of Maryland Biotechnology Institute, to discuss bioremediation options for the WWTP Emergency Overflow Pond. Mr. Higginbotham stated the samples used by Mr. Sowers are extracted from the Inner Harbor and they work their lab results with the microbes. He stated Dr. Sowers liked the Town's situation because it is like a six acre petri dish. They don't have to worry about what flows up and down the river to affect the results of their study. Dr. Sowers would like to seek funding to continue the process here and is asking for Council's support. Mr. Higginbotham stated the testing before proved there was no toxic chemicals in the lagoon to kill these micro-organisms. Micro-organisms live here. He felt environmentally this would be the right direction to move in.

Mayor Burgess felt the downside to moving in this direction would be the time restraints.

Mr. Coggsdale stated it is a dual option. Council is still working on other remediation options with consideration of this one. Mr. Coggsdale mentioned he is finalizing the letter to Mr. Mead Anderson. Council agreed at last month's meeting to have Mr. Anderson buy into the letter before it was finalized.

Mr. Higginbotham mentioned this was the right direction to go in with Mother Nature cleaning up the PCBs instead of hauling them to a landfill and added it does take time to analyze the PCBs; taking this all in three month increments. If Step A doesn't show results, then it is tabled.

Mrs. Webb stated her concerns lie with the time line the Town has been placed under.

Mrs. Dalton felt Council should continue to move forward in both directions. If Council is told to move forward with dig and haul, Dr. Sowers could still obtain samples.

It was the consensus of Council to ask Dr. Sowers to move forward with pursuing funding for the research.

Mr. Higginbotham advised he would contact Dr. Sowers and advise of Council's willingness to assist him as long as everything remains in compliance with the Voluntary Remediation Program.

c. Land Purchase-Environmental Assessment

Mr. Coggsdale advised per Council's direction, staff has been in contact with the "Seller" in regard to the additional environmental assessment testing, as proposed by the Town's consultant. The "Seller" submitted a letter in response to the Town's request pursuant to the Land Purchase Agreement. The "Seller" is offering the Town a negotiated reduction in the purchase price of \$5,000 to do any additional testing.

Mr. John Eller, Town Attorney, advised after reviewing Mr. Dale Moore's letter and Mr. Stephen Day's, W.E.L., letter, they feel it is not necessary to move forward with Phase II of the Environment Study. Mr. Eller advised Council it was their decision as to whether to move forward with Phase II of the Environmental Study and asked for a reduced price or to terminate the contract; both which are options under the contract.

After much discussion, Council consented to go with Option A of the contract.

Mr. Coggsdale clarified if Option A is not agreeable with the seller if Council was willing to terminate the contract.

It was the consensus of Council to terminate the contract.

12. New Business

a. First Reading-FY2011 Budget and Capital Improvement Program

Mr. Coggsdale advised prior to holding a public hearing on the budget, Council is required to conduct a "First Reading" of the proposed budget. The FY2011 proposed budget covers the period between July 1, 2010 and June 30, 2011 and includes expenditures of \$8,644,500. It is projected that the Town will collect revenue in the amount of \$7,823,900, a deficit of \$820,600 which will be transferred in from various reserves. The FY2011 budget is based on no increase to the tax rate and fees. Mr. Coggsdale presented Council with a PPTRA resolution which indicates personal property relief is included in the budget.

Mr. Coggsdale also noted the FY2011-2015 Capital Improvement Program for the next five years totals \$4,647,400 in expenditures. The proposed items in the CIP for FY2011 total \$1,281,900 in expenditures from a variety of funding sources. The adoption of the budget and the Capital Improvement Program only appropriates the funds for the first year of the Capital Improvement Program; the remaining four years are for informational and planning purposes only.

Mr. Ferguson requested the 2% COLA be restated in the proposed budget as he felt the employees of the Town are deserving of such. Mr. Ferguson made reference to each department and how efficient they are. Mr. Ferguson stated he realized the concern of the economic conditions, but towns, such as Altavista, have not been affected as much as counties or cities. He felt if \$25,000 is needed for this line item, it can come from the Property Maintenance line item. Mr. Ferguson stated the Town has good employees and he wants to keep them. The 1% increase will not, in some cases, cover the increase of the insurance premiums.

Mr. Higginbotham stated there was an extensive discussion on this matter at the March 29, 2010 Work Session and there is no question there is appreciation for the Town employees but this recession is worst then the depression of the 1930s. Mr. Higginbotham stated all it would take would be to lose one more industry.

Mr. Coleman mentioned the discussion in the Work Session included the hopes that a 1% increase would cover all the insurance premiums to later find out it will not.

Mr. Mattox stated he too felt like there were great employees but the revenues only go up 1%, approximately \$48,000, there is not a balanced budget as money is coming from reserves. Mr. Mattox mentioned those on social security didn't get an increase, cost of living there didn't go up, that's an index to the inflation rate. Mr. Mattox stated he was in agreement with Mr. Coleman, he didn't want anyone to have a pay cut but disagrees with a 2% increase.

Mrs. Webb stated with the employees that will not be covered by the 1% increase, a minimal amount over the whole spread, it would not be fair to treat some different than others, and it would not be fair to pick and choose which employees to do an adjustment for.

A motion was made by Mr. Ferguson, seconded by Mrs. Webb, to amend the proposed budget with the COLA rate of 2%.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	No
	Mr. Mike Mattox	No
	Mrs. Rayetta Webb	Yes

A motion was made by Mrs. Webb, seconded by Mr. Ferguson, to set a public hearing for the May 11, 2010 Town Council meeting for consideration of the FY2011 Budget with the amendment of the 2% COLA for the First Reading and the FY2011-2015 Capital Improvement Program.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Mike Mattox	Yes
	Mrs. Rayetta Webb	Yes

Mr. Higginbotham asked if the Police Department needed to go through the accreditation process and asked Council to remove the Administrative position from the Police budget.

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Mr. Mattox asked Chief Hamilton to present Council information rationalizing the need for this position.

A motion was made by Mr. Higginbotham to remove the Administrative position from the Police budget. No second.

Mr. Higginbotham asked Council to decrease the Ammunition line item from \$8,000 to \$4,000.

A motion was made by Mr. Higginbotham to decrease the Ammunition line item to \$4,000. No second.

b. Request for Declaration of Derelict Structures

Mr. Witt advised the Property Maintenance Committee has instructed staff to begin identifying structures that are derelict according to Code Section 21-2 and begin the process of contacting owners and request that a plan for the buildings be provided. Mr. Eller provided legal counsel that the ordinance would have more impact if the Town Council would declare a specific, identified, structure as 'derelict' prior to staff sending a notice. Mr. Witt asked Council to declare two structures: the property owned by Meredith and Dot Lewis and located at 1120 7th Street, Parcel ID 83A-33-25 and the property owned by heirs or estate of Martha B. Anthony and located at 1100 15th Street, Parcel ID 83A-20-11 as derelict structures. Mr. Witt advised he would send a letter to the two property owners asking them to present a plan of action for the structures.

A motion was made by Mr. Coleman, seconded by Mrs. Webb, to declare the property owned by Meredith and Dot Lewis and located at 1120 7th Street, Parcel ID 83A-33-25 and the property owned by heirs or estate of Martha B. Anthony and located at 1100 15th Street, Parcel ID 83A-20-11 as derelict structures.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Mike Mattox	Yes
	Mrs. Rayetta Webb	Yes

c. Setting of Public Hearing/Special Use Permit

Mr. Coggsdale advised of a request for consideration of a Special Use Permit Application submitted by Reverend Bob Phillips to operate Redemption Center Church and Bob Phillip's Ministries at 1207 Franklin Avenue and asked Council to set a public hearing for their May 11, 2010 meeting.

A motion was made by Mr. Coleman, seconded by Mr. Ferguson, to set a public hearing for May 11, 2010 to consider a Special Use Permit Application submitted by Reverend Bob Phillips to operate Redemption Center Church and Bob Phillip's Ministries at 1207 Franklin Avenue.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Mike Mattox	Yes
	Mrs. Rayetta Webb	Yes

d. Taxi Cab Application

Mr. Coggsdale advised of an application received from Mr. Meredith James Lewis d.b.a. U-Save Cab for taxi cab service in the Town of Altavista

A motion was made by Mrs. Webb, seconded by Mr. Coleman to accept the application of Meredith James Lewis d.b.a. U-Save Cab for taxi cab service in the Town of Altavista.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Mike Mattox	Yes
	Mrs. Rayetta Webb	Yes

e. Appointments

a. Recreation Committee

A motion was made by Mr. Mattox, seconded by Mrs. Webb, to appoint Mrs. Annie Shelton to the Altavista Recreation Committee for a three year term.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Mike Mattox	Yes
	Mrs. Rayetta Webb	Yes

b. Planning Commission

A motion was made by Mr. Mattox, seconded by Mr. Coleman, to appoint Mrs. Laney Thompson to the Altavista Planning Commission for a four year term.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Mike Mattox	Yes
	Mrs. Rayetta Webb	Yes

c. Zoning Ordinance Steering Committee

Mr. Coggsdale advised the Altavista Planning Commission is getting ready to begin the Zoning Ordinance update and would like to select four individuals to join the Planning Commission to make up a nine person Steering Committee for the project.

It was the consensus of Council to allow for the selection of four individuals to join the Planning Commission as part of the Zoning Ordinance Steering Committee.

Mayor Burgess recognized Mrs. Audrey Powell, former Planning Commission Chairperson and thanked her for her service to the Town.

f. VDOT Safe Routes to School Program

Mr. Coggsdale referred to the VDOT Safe Routes to School Program advising this had not been followed up on and staff would like to get this project moving forward again. Mr. Coggsdale asked Council if it was their desire for staff to work with Region 2000 Local Government. Region 2000 receives annual funding from VDOT which allows them to assist communities on transportation related items. Mr. Coggsdale mentioned at this time no local funding is needed.

A motion was made by Mr. Mattox, seconded by Mr. Ferguson, to allow staff to work with Region 2000 Local Government Council to develop a Safe Routes to School Program.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Mike Mattox	Yes
	Mrs. Rayetta Webb	Yes

13. Town Manager’s Report

a. Project Updates

VDOT Enhancement Project and Downtown Utility Replacement Project

Project continues to move forward. Sanitary Sewer and Storm Sewer are essentially complete from English Alley to the top of Broad Street (library) English Alley is being proof rolled and paving should begin shortly.

Community Development Block Grant

- Façade Improvements (Ongoing)
- Streetscape (Gateway Park)
 - Project bid process is moving forward. (Railroad indicates that we should be closing on the property in 2 – 4 weeks)
- Upper Story Housing
 - One application at this time. Others are being discussed.
- Marketing
 - Altavista On Track’s web site has been completed.
 - Way finding signage project is next component of marketing.

Water Plant Filter Media Replacement Project

Project was set to begin rehab of filters on Monday, April 5th. Substantial completion within 180 calendar days and will be completed and ready for final payment within 210 calendar days. Substantial completion date is August 27, 2010.

b. Reports

- i. Departmental
- ii. Other

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c. Other Items as Necessary

Mr. Coggsdale advised Altavista would be hosting the Region 2000 Local Government Council Annual Dinner scheduled for April 15, 2010. Guest speaker, The Honorable Martin Kent, is Chief of Staff to Gov. Bob McDonnell.

d. Informational Items

14. Matters from Town Council Members

15. Closed Session

Mayor Burgess asked if there was anything else to bring before Council.

The meeting was adjourned at 9:23 p.m.

J. R. Burgess, Mayor

W. Morgan Allen, Jr., Clerk